JOB DESCRIPTION

EXECUTIVE DIRECTOR

DUTIES AND RESPONSIBILITIES (include, but not limited to):

1. To be primary advisor to the Board of Commissioners and serve as Secretary at all Board Meetings;
2. To manage and direct all functions of the Housing Authority;
3. To administer directives and policies of the Board of Commissioners;
4. To recruit, hire, direct and coordinate the work of Supervisors and other employees;
5. To administer sound safety practices;
6. To carry out a public relations program;
7. To handle all fiscal functions for the Board of Commissioners and the Authority;
8. To ensure compliance with all HUD guides, policies, manuals, notices, and circulars;
9. To develop and administer an operating and management plan;
10. To sign all financial reports, checks, vouchers, purchase orders, contracts, and other official correspondence submitted to the Board, HUD, or other appropriate agencies;
11. To direct procurement and property control according to established policies;
12. To administer the Authority Personnel Policy and recommend changes and updates as required;
13. To administer all tenant related affairs in accordance with State Law, HUD directives and local policy;

14. To plan and develop housing construction and maintenance programs;

15. To act as Contracting Officer in the development or modernization of housing units;

16. To direct and administer all of the Section 8 Housing Assistance Payment Programs undertaken by the Authority;

17. To develop and administer a Social Services Program.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with Bachelors Degree in Business Administration, Social Science or Engineering field, or five years of progressive responsible experience in housing management, construction or maintenance or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of methods and techniques of assisted housing management, construction and maintenance, and comprehensive knowledge of the laws and regulations of the Federal, State and City entities governing the management development, administration and operation of the assisted housing programs.

Ability to express himself/herself clearly and concisely, orally and in writing; ability to establish and maintain effective working relationship with others; ability to plan, assign and coordinate the activities of subordinates. Ability to also understand and communicate in Spanish preferred.

Possession of valid Texas Driver's License required. Driver must also be certified as an eligible driver by the Housing Authority's Insurance Carrier as meeting the Insurance Carrier's requirements and other criteria in order for the driver to be able to drive the Housing Authority's vehicles.

NOTE: In accord with State Responsibility Law, if licensed driver drives a personal vehicle, he/she must carry valid Liability Insurance. In order to keep license valid at all times and avoid possibility of losing license, this insurance requirement must be met.

MAINTENANCE SUPERINTENDENT

DUTIES AND RESPONSIBILITIES:

1. Under supervision of the Executive Director, to exercise over-all supervision of maintenance of all of the Housing Authority facilities, including building fixtures, grounds, underground utility lines, overhead utility lines, automotive equipment, storage areas, etc. . . . and performs related work as required.
2. To assign, schedule and supervise the work of all maintenance personnel.
3. To review the maintenance requirements at all projects and advise the Executive Director on maintenance matters.
4. To provide instruction and advise on all maintenance matters to operating personnel and conduct training where necessary.
5. To make estimates of time and materials required for various tasks and help review and determine short and long-range maintenance costs for budgetary purposes.

6. To supervise the maintenance of work records and prepare reports as required.
7. To make annual and periodic inventory of maintenance supplies and equipment.
8. To perform or supervise the annual or vacated units inspections and follow with necessary repairs, replacements or preventative maintenance requirements.
9. To assess charges to tenants for labor and materials on certain items require reimbursement of costs.
10. To assist Executive Director and Project Managers by periodically checking dwelling units, all ground areas and trees to determine if these are kept by tenants in accordance with their leases and project rules.
11. To prepare written requests to the Central Office, clearly printed (or type written, if possible) showing quantity, items, and costs per item for purchase of supplies and equipment in accordance with the procurement policy.
12. To keep records of repairs and gasoline and oil consumption of all Housing Authority vehicles and motor equipment.
13. To supervise the monthly reading of utility meters for assessment of excess utilities and for the purpose of the establishment of future utility allowances.
14. To assist the Executive Director or his delegated assistant in any other maintenance matter which may become necessary from time to time.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school and eight years of progressive responsible experience in the

construction field and building maintenance or an equivalent combination of training and experience. Participation in management and maintenance courses.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, materials, tools, and equipment used in the maintenance of apartments; good working knowledge of general facilities and maintenance operations, including budgeting and finances.

Ability to plan, organize, and administer an over-all maintenance program; ability to read and interpret blue prints, plans and specifications; ability to establish and maintain effective working relationships with employees, officials, suppliers and the general public; ability to maintain adequate records and prepare reports. Ability to understand and communicate in Spanish and English.

Possession of a valid Texas Driver's License required. Driver must also be certified as an eligible driver by the Housing Authority's Insurance Carrier as meeting the Insurance Carrier's requirements and other criteria in order for the driver to be able to drive the Housing Authority's vehicles.

NOTE: In accord with State Responsibility Law, if licensed driver drives a personal vehicle, he/she must carry valid Liability Insurance. In order to keep license valid at all times and avoid possibility of losing license, this insurance requirement must be met.